



# UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA

## VACANCY ANNOUNCEMENT

**POSITION:** Intake Clerk

**LOCATION:** Lafayette, Louisiana

**CLOSING DATE:** July 14, 2006

**SALARY:** CL 24 (\$31,113 - \$50,556)

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### POSITION OVERVIEW

The United States District Court for the Western District of Louisiana is accepting applications for the position of Intake Clerk. This position is located in the Lafayette Division of the Office of the Clerk of Court.

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### REPRESENTATIVE DUTIES

Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements. Files documents meeting requirements. Collects appropriate fees and serves as cashier. Issues civil processes such as summonses. Assures assignment of case numbers and randomly assigns cases to judges. Routes documents to proper offices/persons after acceptance. Processes new civil cases on the court's electronic filing system. Verifies attorneys' authority to practice before the court. Acts as receptionist and furnishes information to a wide variety of people within and outside of the court.

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### QUALIFICATIONS

To qualify for this position, a person must have a high school diploma or equivalent. A person must have one year of specialized experience equivalent to work at the CL-23 level. For placement at salary levels above minimum up to and including step 25, a person must have at least two years specialized experience equivalent to work at the CL-23 level. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with prior work experience in a court or legal setting. Preference may be given to applicants with prior customer service experience, involving significant public contact and personal interaction. A bachelor's degree is preferred.

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## **REQUIREMENTS**

Candidates should be professional, mature, responsible, poised, tactful, assertive, customer service oriented and have the ability to work in a team environment. Qualified applicants should have the ability to effectively use e-mail and word processing software, web browsers and databases. Qualified applicants should also have strong verbal and written communication skills and the ability to analyze work processes.

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## **BENEFITS**

Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance is also available.

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## **CONDITIONS OF EMPLOYMENT**

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Appointment to this position is contingent upon a background check, including finger printing. Employees of the United States District Court are **at will** and can be terminated with or without cause at any time.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

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## **APPLICATION INFORMATION**

Candidates must submit a cover letter with resume that includes education, work and salary history and three references that may be contacted. The resume and letter of application should be mailed or emailed to:

Charlotte Deville, Personnel Administrator  
U. S. District Court, Western District of Louisiana  
800 Lafayette St., Suite 2100  
Lafayette, La 70501  
E-mail: Charlotte\_Deville@lawd.uscourts.gov

Applications must be received no later than 07/14/06. The court cannot reimburse candidates for interview travel or relocation expenses. Only applicants selected for an interview will be notified.

**\*\*\*The United States District Court is an Equal Opportunity Employer.\*\*\***